

HISTORIC PRESERVATION COMMISSION
COMBINED APPLICATION – GENERAL APPLICATION FOR APPROVAL, FAÇADE
IMPROVEMENT PROGRAM, HISTORIC PROPERTY TAX CREDITS
APPLICATION INSTRUCTIONS

SUBMIT 10 COPIES of this application package, including all supporting materials required on pages 2-3 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm, 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: Howard County Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the County's website. Emergency meetings are being scheduled and dates can be found at:

www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission

and

www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic

Applicants are expected to attend the HPC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

Application Information

For questions concerning this application, please contact Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or sholmes@howardcountymd.gov. Applications will be reviewed for completeness and Applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

Additional Information

No work requiring HPC approval can proceed until the Certificate of Approval is issued. Proposed changes not listed on the application cannot be reviewed by the Commission.

Permit Information

If HPC Approval is received, it does not eliminate the need for a building permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at 410-313-2455.

Façade Improvement Program Information

Funds are available on a first-come first-serve basis. Applications must be approved by the Historic Preservation Commission and the Maryland Historical Trust before funds will be awarded. Two contractor bids are required. For more information on the funding process, please see: www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic.

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COMBINED APPLICATION FOR APPROVAL

HISTORIC PRESERVATION COMMISSION, FAÇADE IMPROVEMENT PROGRAM AND TAX CREDIT PRE-APPROVAL APPLICATIONS FOR APPROVAL

SUBMIT 10 COPIES of this application package, including all supporting materials required on pages 2-3 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Drive, Ellicott City, MD 21043

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. Please contact us regarding emergency applications.

Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

FOR STAFF USE ONLY

Application #:

HPC -

FIP -

Meeting Date:

Date Received:

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

Historic District (please check): ☐ Ellicott City Local Historic District ☐ Lawyers Hill Local Historic District

Is this property listed on the Howard County Historic Sites Inventory? ☐ Y ☐ N #HO- _____

APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): _____

Mailing address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

BELOW FOR STAFF USE ONLY

Tax Account Number: _____

Map _____ Parcel _____

Part 1: General Application for Certificate of Approval

ALL APPLICATIONS MUST INCLUDE: The information required in this checklist must be provided or the application will be incomplete and may be rejected for consideration by the Commission. Please check each box below to confirm you have provided this information.

- ☐ Labeled, color photographs of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs.
- ☐ A detailed description of the proposed work (see below or provide separate sheet of paper if needed).
- ☐ Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions.
- ☐ Plot plan of property, site plans, or elevations (as applicable to proposal; but required for any new construction).
- ☐ For new construction or major alteration: elevation drawings of proposed structure indicating dimensions, design, height, color, and materials. Product spec sheets are required for all new elements.
- ☐ A completed Part 2 of this application (page 4-5). Application may be rejected if not complete. If Part 2 is not suitable for your project, please type up a detailed explanation on a separate piece of paper.
- ☐ I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines.

DESCRIPTION OF PROPOSAL: If more room is required, please provide write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (page 4-5) to complete required checklists.

Please provide a brief description of damage to the interior of the building, not withstanding merchandise. For example, "all interior wood floors must be replaced. Plaster or drywall walls and ceilings must be replaced." While the County program does not provide funding for these items, we may be able to connect you with programs that can assist.

Please list all current businesses or number of apartment units in the building:

Part 2: General Application for Certificate of Approval Checklist

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks. Specs sheets and photos must be provided or the application may be considered incomplete and rejected for consideration by the Commission.

You may create your own document if it better explains the project, be sure to include details such as materials and colors for all existing/previously existing and proposed features.

☐ **DOORS AND STORMS DOORS:** Refer to page 35 of the Ellicott City Guidelines and pages 26-29 of the Lawyers Hill Guidelines.

Existing Type: _____

Proposed Type: _____

Existing Color: _____

Proposed Color: _____

Existing Material: _____

Proposed Material: _____

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

☐ **WINDOWS:** Refer to page 38 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Existing Sash Arrangement: _____

Proposed Sash Arrangement: _____

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

☐ **WALLS/SIDING:** Refer to pages 25-30 of the Ellicott City Guidelines and pages 21-24 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

PAINTING: Refer to page 50 of the Ellicott City Guidelines and page 31 of the Lawyers Hill Guidelines.

☐ Existing Color: _____

Proposed Color: _____

Paint Chip Included: ☐ Yes ☐ No

Area(s) to be painted: _____

Additional Info Included: ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

Part 2: General Application for Certificate of Approval Checklist

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks. You may create your own document if it better explains the project, be sure to include details such as materials and colors for all existing/previously existing and proposed features.

☐ **ROOF:** Refer to page 31 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item
(only porch roofs/storefront window roofs qualify).**

☐ **SHUTTERS:** Refer to page 42 of the Ellicott City Guidelines and page 28 of the Lawyers Hill Guidelines.

Existing Type: _____

Proposed Type: _____

Existing Color: _____

Proposed Color: _____

Existing Material: _____

Proposed Material: _____

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

☐ **OTHER (such as lighting, railings, other repairs, tree removal, etc. Please explain in detail):** Refer to applicable Guidelines. For signs please use separate Sign Application. Please attach additional pages as necessary or write up separate document.

Description: _____

Specs/Photos Included: ☐ Yes ☐ No

Additional Info Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **I seek tax credit pre-approval for this item.**

☐ **I seek Façade Improvement Funds for this item.**

Historic Property Tax Credits

1. The Howard County Historic Property Tax Credit program provides a tax credit equal to 25% of the cost of Eligible, pre-approved work. This type of tax credit may be applied to projects costing \$500 or more.
2. The property tax credit applies to the repair/replacement of exterior features of the entire building (doors, windows, siding, masonry, painting, etc). The interior only qualifies if it is to repair/replace an element that contributes to the structural stability of the building.
3. Invoices should be itemized to separate repairs to the items pre-approved from those that are not eligible for the tax credit.
4. There is a separate application for final tax credit approval. Copies of cancelled checks, receipts and paid invoices are required for final approval.

Façade Improvement Program - Ellicott City only

1. This program is offered as a grant through the Maryland Department of Housing and Community Development and the Maryland Historical Trust.
2. The funding for this program only applies to the front of the building; sides and rear do not qualify.
3. While damage may have occurred to the entire building, invoices for payment should be itemized to separate the repairs to the front of the building from the remainder of construction work. Invoices that are not itemized for the front of the building will not get reimbursed.
4. Two quotes from licensed contractors are required to participate in this program. Funding will be based on the lowest of the two quotes although you can use whichever contractor you prefer.
5. The program provides up to \$10,000 in matching funds, or 50% of the cost of the work, for façade repair or restoration. Funds are available on a first come first serve basis.
6. There is a separate application for reimbursement of funds. Copies of cancelled checks, receipts and paid invoices are required for reimbursement.

SIGNATURE(S):

If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

I hereby certify by the above signatures(s) that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. I have read and understand the above terms regarding the Historic Property Tax Credit and Façade Improvement Program.

Facade Improvement Program General Conditions—Ellicott City only

It is expressly understood and agreed that the Applicant is not an agent, employee or subcontractor of Howard County Government.

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a Letter of Commitment is ineligible for funding.

It is expressly understood and agreed that the Applicant will not seek to hold Howard County Government and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The Applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received If the improvement is removed within two years.

The applicant authorizes Howard County Government to promote an approved project, including, but not limited to, displaying Ellicott City Façade Improvement Program signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

HISTORIC PRESERVATION COMMISSION GENERAL CONDITIONS:

I hereby certify by the signatures(s) below that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic Preservation Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

If the Applicant is not the owner of the subject property, the owner’s signature is required .

SIGNATURE(S):

_____	_____	_____	_____
Applicant or Authorized Agent	Date	Owner (if different than Applicant)	Date